

REQUIRED AUDITOR TRAINING & COUNTY ELECTED OFFICIALS TRAINING

Auditors Spring Conference
May 16th, 2012

BACKGROUND

- Indiana General Assembly passed SEA 147 during the 2012 session to establish training requirements for county auditors.
- IC 36-2-9-2.5 requires an individual elected to the office of county auditor after November 6, 2012 to complete at least:
 1. Fifteen (15) hours of training courses within one (1) year; and
 2. Forty (40) hours of training courses within three (3) years after beginning the auditor's term
- Training courses are developed by the Association of Indiana Counties and approved by the State Board of Accounts

FUNDING FOR TRAINING

- IC 36-2-7-19 requires each county (before July 1, 2011) to establish a county elected officials training fund, from which the county council is responsible for appropriating money for training requirements.
 - Money in the fund shall be used solely to provide training of recorders, clerks, and surveyors, as well as auditors and treasurers (effective July 1, 2012)
 - Fund can also be used to cover lodging and travel costs for training courses.
- Homestead verification fund (IC 6-1.1-36-17) may be used to fund auditor training.

EXPENSE ALLOWANCE FOR ANNUAL CONFERENCE

- IC 5-11-14-1 states that an official attending a SBoA-called conference shall be allowed:
 - Mileage reimbursement (set by the county council)
 - Lodging for each night preceding conference attendance; exempts individuals who are attending a 1-day conference and live less than 50 miles from the conference location
 - Meal reimbursement (set by the county council) during the conference
- Such payments are required to be made from the county general fund
- A reimbursement claim cannot be denied if the claim complies with this section and IC 5-11-10-1.6 (which establishes requirements for submitting a reimbursement claim to the county)

TRAINING COURSES – SBoA

Course	Hours
○ SBoA Newly Elected Auditor Training	6
○ SBoA Annual Auditors Conference (9 hours/year)	27
○ Vendor User Training Pre-Approved by SBoA	3 (each)

TRAINING COURSES – AIC

Course	Hours
○ AIC Newly Elected Officials (NEO) Training	6
○ AIC Annual Conference Affiliate Meeting (3 hours/year)	9
○ AIC Institute (formerly DIPLOMA) Core Courses <ul style="list-style-type: none"> • Budget & Finance Level 1; Legal & Ethical Issues; and Human Resources 	15
○ AIC Institute Electives <ul style="list-style-type: none"> • Transfer Process & Uniform Commercial Code; Record Preservation & Public Access 	10

TRAINING COURSES – OTHER

Course	Hours
o Auditor Regional Meetings (3 hours/year)	9
o TOTAL COURSE HOURS AVAILABLE:	85
o TOTAL COURSE HOURS REQUIRED (WITHIN 3 YEARS OF BEGINNING TERM):	40

CERTIFICATION

- o Recognition during Auditors Conference
- o *Recorders* that do not fulfill the required number of training courses will not be recognized as completing the curriculum and will be reported to their county commissioners as being noncompliant with IC 36-2-11-2.5(b)
 - *Note: This is an unofficial goal of the Recorders Association, and not actually set in statute*

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